

TAB

2 August 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-660-

SUBJECT: Shortage of Coca Cola Bottles

The Coca Cola delivery man reports a shortage of from two to three cases of empty bottles daily. Presumably, employees have taken the Coke bottles back to their offices in Curie Hall, as well as outside of the building, and have failed to return them to the empty cases located at the vending machine. Since the delivery man himself is responsible for returning these bottles to the plant and is required to pay for any that are missing, it is requested that employees return the bottles to the cases as they are used. Failure to comply with this request may result in discontinuance of this service.

George E. Meloon  
Deputy Assistant Director  
for Personnel

DISTRIBUTION: All Office of Personnel Employees

*Handcarried  
from ESD.  
3 Aug 54  
[Signature]*

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

NO.

A-C/PAS

DATE

5 August 1954

25X1A

TO	ROOM NO.	DATE		COMMENTS
		REC'D	FWD'D	
1. EXO/P				Attached OPM prepared in FSD. They will be furnished sufficient copies to distribute to employees of other offices located in Curie Hall via memorandum from DAD/P to the appropriate Office Heads.
2. DAD/P				
3. P.A.S.	218			
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